



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE

FFD: 12/31/2017

Community Development

Permit Technician

Mammoth Lakes, CA

Salary:

\$22.44 - \$27.28

40 hr/week

The Position: Under direction, performs a variety of customer service functions in the Community Development Department (CDD), which includes Planning, Building Inspection, and Code Compliance divisions. The Permit Technician advises the public on a variety of CDD regulatory requirements; performs routine and technical work, both at the public counter and in the back office; answers inquiries related to building codes, remodeling and repair requirements, planning and development regulations, General Plan policies, and permit procedures and schedules; provides preliminary review of plans and specifications; reviews, tracks, and processes applications; issues building permits; calculates and collects fees. The Permit Technician also assists in preparing and administering grant applications, participates on project teams in planning studies, permit software configuration/implementation, environmental reviews, community design, and General Plan preparation; assists in policy research, development and implementation, and performs other work as required.

Examples of Duties:

- Provides information to the public on various department regulations, permits and applications;
- Accepts and reviews application and plan submittals for completeness and compliance with Mono County ordinances, building codes and regulations;
- Assists in processing construction plans; enters plans into permit software; reviews plans to establish valuation and computes plan check and various other fees;
- Verifies current contractor's licenses and worker's compensation insurance;
- Refers plans to building inspectors, environmental specialists, planners, code compliance personnel, public works, special districts, and plan checking personnel as needed;
- Issues routine permits for building construction work; verifies completion of necessary documentation to balance accounts for moneys collected;
- Coordinates applicable inquiries with code compliance staff; responds to the more-routine inquiries and complaints related to building and planning regulations;
- Gathers data and information for planning studies and long-range policy development; conducts research and performs data analysis; assists in processing applications for planning permits;
- Assists conducting site inspections to ensure compliance with development regulations; conducts field reviews and gathers data, assists with preparation of public presentations; participates in environmental review of proposed projects and assists with preparation of environmental studies;
- Interprets use permits, ordinances, policies and regulations; performs basic reviews of site plans; contributes to preparing and presenting staff reports; prepares maps and graphs;
- Answers public inquiries regarding planning issues, permit procedures, and environmental compliance; may represent the CDD on committees and make presentations before commissions and boards; and
- Maintains necessary records according to department policy; provides monthly progress reports and statistics; and performs other duties as assigned.

Knowledge of:

- Methods, procedures, principles and practices of record keeping, databases, and report writing;
- Computer and Internet applications related to permit functions;
- Building, General Plan requirements, and related codes and ordinances enforceable by the County;
- Uniform Building, Plumbing, Mechanical and Electrical codes;
- Principles of mathematics related to the building trades;
- Housing construction methods and terminology;
- Basic symbols and content of construction plans and blueprints;
- Principles of land use and environmental planning;
- Applicable federal, state, and local laws and codes;
- Research and statistical methods;
- Presentation and graphic design software; and
- Map reading, cartography (GIS preferred), and web development.

Ability to:

- Read, understand and apply ordinances and regulations;
- Assist in preparation of planning and environmental studies and reports;
- Review permit applications for completeness and conformity with requisite ordinances; interpret and explain building plans, specifications and building codes;
- Make mathematical calculations quickly and accurately;
- Communicate effectively both orally and in writing; provide advice on standard construction methods and requirements;
- Enforce regulations with firmness and tact;
- Prepare clear and concise written reports; use computers;
- Plan and organize work in an efficient manner; adapt to constantly changing work environment;
- Track and complete multiple tasks while maintaining focus;
- Deal tactfully and courteously with the public and co-workers;
- Provide exceptional customer service;
- Maintain confidentiality;
- Facilitate and/or participate in team/group problem solving;
- Provide attention to detail while maintaining focus on larger projects/tasks;
- Learn and enforce federal, state, and local laws, rules and regulations related to planning, building and enforcement activities;
- Collect, compile, and analyze technical, statistical, and other information related to building and planning permits; and
- Represent the CDD effectively.

Special requirement: Possession of valid Class C driver's license.

Training and Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Four years experience providing support in the Community Development permitting functions; two years college coursework in planning, engineering, public administration, architecture, environmental studies, industrial technology, construction management or a related field; or Certification by ICBO (or equivalent).

Selection Process: The selection process may include any of the following: application, written test, and/or oral interview (weighted 100%).

Application Process: For a complete job description and application contact Human Resources. All completed applications received in our office will be considered. Faxed and emailed applications will be accepted.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – Human Resources
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